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14 March 1973

MEMORANDUM FOR: Senior Training Officers
O/DCI, DDI, DDO, DDS, DDS&T

SUBJECT: Reservation of Spaces at Executive Seminar Centers for Fiscal Year 1974

1. The Civil Service Commission has asked us to submit our request for spaces at the Executive Seminar Centers for Fiscal Year 1974. Copies of the space reservation form and a brochure providing guidelines for selecting participants, brief descriptions of the seminars, and other information concerning the Centers are attached for distribution to your training officers.

2. In requesting your spaces, may I ask you to keep in mind the following points:

a. Our participants must attend on a completely overt basis and must be identified as Agency to all concerned.

b. The seminars are designed for selected employees at the GS-14 and GS-15 levels; a limited number at GS-13 level are eligible to be nominated.

c. If a space request is confirmed for your Directorate, you have an obligation to nominate a candidate at the proper time. Therefore, please have a person identified and on record for each space you request. The Agency pays in advance at the beginning of the fiscal year for all the spaces reserved for that year. If we do not use a confirmed space, we lose the money. The fee will be $685 per two-week seminar in Fiscal Year 1974.

3. Please return one copy of the reservation form to me by Monday, 9 April, indicating the number of spaces you would like to have for each seminar.

25X1A
[redacted]
Executive Secretary
Training Selection Board

Attachments

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